



Hook-with-Warsash C of E Academy

“Let Your Light Shine”

To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially, and emotionally, preparing them for life’s journey.

Meeting of the Full Governing Body held on 10th February 2026

Minutes

- Attendees:** Mrs J Birt (Chair), Mrs G Osborne (Development and Training Governor), Mrs S Willoughby (Headteacher), Mrs K Bartlett, Mr D Bissell, Mr I Downie, Mrs G Winterton, Mrs L Mott, Mrs A Ford, Mrs C Denyer, Mrs M Taylor, Mrs K Coltham,
- Apologies:** Rev M Terry, Mr L Bailey, Mr I Wilkie, Mr D Trotman (Deputy Headteacher), Mr M Ellis (Internal Auditor), Mrs J Nunn, Miss E Ransley,
- In attendance:** Mrs L Tanner (Clerk), Mrs A Willmott (Business Manager), Mr G Bater (Assistant Headteacher)

1. Chairperson’s opening remarks

The Chair welcomed governors to the meeting. She talked about the values shown throughout the headteacher recruitment process, in particular the value of hope.

A confidential matter was discussed – see confidential minutes.

2. Apologies

Apologies were accepted from the following:

- Ms Nunn who had appointed Mrs Willoughby as her proxy
- Mr Trotman who had appointed Mrs Willoughby as his proxy
- Miss Ransley who had appointed Mrs Willoughby as her proxy
- Mr Bailey who had appointed Mrs Birt as his proxy
- Mr Wilkie who had appointed Mrs Birt as his proxy
- Rev Terry who had appointed Mrs Birt as his proxy
- Mr Ellis who had appointed Mrs Osborne as his proxy.

3. Declaration of interests

None.

4. Confirmation of matters of any other business

None.

5. Safeguarding scenario

The Headteacher led a safeguarding scenario and a discussion took place.

6. Minutes and confidential minutes of the previous meetings dated 15th December 2025 and 3rd February 2026

Governing body decision: The minutes were agreed as a true record.

7. Matters arising and other actions from the minutes of the previous meetings dated 15th December 2025 and 3rd February 2026

All actions were confirmed as complete with the following exceptions and/or comments:

- Action 3: This remained outstanding

Action – Complete outstanding action sheets (Mrs Denyer and Mrs Taylor)

- Action 5: The Chair of Curriculum confirmed that this was in hand but had not yet progressed. She added that governors were encouraged to attend parent events to ensure visibility and advised that she would also like to look at organising a bespoke event.

Action: Meet and agree a list of opportunities for governors to engage with parents (Mrs Bartlett, Mrs Taylor, Mrs Coltham and Mrs Denyer) (carried forward from December meeting).

8. Correspondence

A confidential matter was discussed – see confidential minutes.

Email from Diocese and Secretary of State.

The Assistant Headteacher advised governors that the school had received a letter from Bridget Phillipson, Secretary of State for Education, congratulating the school on their results for disadvantaged children and asking them to participate in a programme supporting other schools. Following on from that letter, the Director of Education from the Diocese had emailed, further congratulating the Headteacher and the school.

The Assistant Headteacher reminded governors of the excellent year 6 results in 2025 and advised that in December, performance tables had been released which compared the school with other local schools. These tables had 5 indicators and within the local cluster group, the school had come first in all 5. In the Hamble Valley (consisting of 30 schools), it had come 1st in 4 of the 5 indicators and in Hampshire (511 schools) it had come joint 8th for combined, joint 4th for reading, joint 2nd for maths, girls had come joint 5th and boys joint 17th.

Question: Can you attribute the success of that year with anything specifically implemented or was it a strong cohort?

Answer: The cohort far exceeded the predicted attainment. We brought in a new method of teaching reading comprehension last year so that contributed and it was also due to general hard work from the staff across the whole school, and particularly the year 6 teachers.

The Headteacher added that the early morning groups held in year 6 differ from those in any other year – more groups ran with additional adults and they provided booster sessions for a greater number of pupils.

Question: Is this data published?

Answer: Yes and we have put it in a Facebook post as well as in our newsletter to parents.

Question: Is there any reason why boys attainment is lower than girls?

Answer: This is a national trend. Whilst I don't have the figures to hand, I believe the gap in this school is smaller than national.

Question: How do you celebrate the results?

Answer: The information was released in December and we can use this in our marketing. Our marketing consultant has put it out in the prospective parent group and it has been shared with staff in meetings.

Question: Are this year's year 6 children coping ok with SATs?

Answer: We have been extremely impressed with how they've taken to year 6 and their focus has been incredible. The teachers are working very hard.

The Headteacher highlighted that the national average for vulnerable children was 43%, the Hampshire average 42% and that the school had achieved 73%.

Governors then discussed how happy the children always seemed and that there was an amazing balance between attainment and social and emotional fulfilment, with the school offering incredible opportunities. A governor highlighted that when listening to the pupils' voice, she had asked children what they loved about the school and that without exception they had all talked about the opportunities that were offered to them.

9. Headteacher's verbal report

The Headteacher provided governors with an update as follows:

- Current pupil numbers were 423

Confidential matters were discussed – see confidential minutes (1).

Mr Bissell left the meeting.

A confidential matter was discussed – see confidential minutes (2).

Mr Bissell returned to the meeting.

- Annual reports were currently being written and would be sent to parents during the week of 16th March. These would be followed by online parents evenings on 23rd and 24th March as well as a 'book look' on 17th March.
- The remaining inset days were 13th February for report writing, 13th April for open country training and 22nd July for decluttering and tidying the school.
- The Stubbington residential for year 4 was taking place from 25th to 27th March and 59 pupils would be attending. The Assistant Headteacher was leading the trip.
- Payments were coming in for the trip to France in June and the letter requesting payments for the Dorset trip in September had been sent to parents.
- Enquiries had been made about a residential trip to France in summer 2027 and a reservation had been made. 2 parents information evenings had also been run. The school was now asking parents to confirm whether they wish for their children to attend. The cost of the trip was £680 and the minimum number of children needed for the trip to go ahead was 45. A pre-visit would be carried out in May/June with 2 year 6 teachers if the take up meant that the trip would be going ahead.
- Overall attendance was 96.6% which compared to the national average of 94.7%. Persistent absentee was 5.2% which compared with a national average of 13.5%. Severe absence was zero.
- Wraparound care was going well and settling down.

10. Strategic Plan

The Headteacher confirmed that the strategic plan had been updated and presented to the Curriculum committee. She invited questions from governors but none were raised.

11. Training

The DTG highlighted the following upcoming training:

- Ofsted training on 19th March
- Pupil Voice training on 24th March.

12. Self-Assessment, including review GB Work for School Resource Management Self-Assessment –

The Business Manager confirmed that the deadline for completion of the School Resource Management Self Assessment was 13th March. She advised that in previous years governors had delegated the completion to herself and the Chair of Resources.

Governing body decision: Governors agreed to delegate completion and submission of the School Resource Management Self-Assessment to the Business Manager and Chair of Resources.

13. Committee reports

Pay and Appraisal (21st January 2026)

Governors were reminded that this meeting focussed on support staff performance management and support staff salary progression.

The following policy was proposed:

- Capability policy.

Governing body decision: Governors approved the Capability policy. .

Forging Links (21st January 2026)

The meeting minutes had been made available prior to the meeting and a Forging Links governor advised that the Collective Worship Council would be more involved in organising Collective Worship going forwards. She reminded governors that they should attend at least 1 Collective Worship each year and should let the Headteacher know in advance if they were planning to attend. The schedule for Collective Worship was confirmed as follows:

- Mondays in the hall led by the Headteacher
- Tuesdays in the hall led by the Church
- Wednesdays in the hall, singing.
- Thursdays were class based
- Fridays in the hall, class led

A governor highlighted an assessment form for Collective Worship that had been received from the Diocese as part of the headteacher recruitment process and it was agreed for the Forging Links committee to consider this.

Action – Forward the Collective Worship assessment form to Forging Links for consideration (Mrs Bartlett and Forging Links governors).

The Headteacher told governors that teachers had really enjoyed the whole school Collective Worship that had taken place the previous week where each Collective Worship was made up with one class from each year group, meaning the age range in the hall was 4 to 11 rather than just Infants or Juniors. She also told them that she had attended SIAMS training and inspections were behind.

Curriculum (22nd January 2026)

Minutes were available to governors prior to the meeting and the committee Chair advised that the subject leader for MFL had spoken at the meeting. She reminded governors to book in their subject monitoring visits, referring to the strategic plan when carrying these out.

The following policies were proposed:

- Low Level Concerns
- Remote Education

Governing body decision: The policies were approved.

Resources (27th January 2026)

Minutes were available prior to the meeting and the committee Vice-Chair told governors that the health and safety policies had been reviewed. He made them aware of a change relating to hot drinks. The Business Manager explained to governors that she had provided an update on budget and cash flow and that there was a need to move money from the savings account to the current account. She went on to say that there were no concerns for future years.

Governing body decision: Governors approved the movement of £75,000 from the savings account to the current account.

The following policies were proposed:

- Health and Safety policy including appendices

Governing body decision: Governors approved the policies.

The health and safety governors confirmed that they had commenced their checks.

The Resources Vice-Chair told governors that the level of training for the following year had been reviewed and agreed by the committee and asked governors for approval.

Governing body decision: Governors approved the Hampshire Training SLA for a further year.

Governance and Audit (29th January 2026)

The minutes had been made available prior to the meeting and the Chair advised that the Internal Auditor had completed a thorough piece of work on an internal audit programme which was much more

transparent. She told governors that the documents were in the working papers for that meeting should they wish to review them. She added that during the audit it had been identified that a document referred to in a policy no longer existed but that this hadn't been picked up when the policy was last reviewed. This had led to a discussion around policies in general and it had been agreed that the review periods of all policies would be looked at in the next round of committee meetings with allocation to governors considered.

Succession planning working group

The Chair advised that the working group had agreed to continue as there would still be a need to consider other members of staff, in particular the office, as well as governors and Members.

14. Membership Matters

The Clerk advised that Miss Ransley's term would be ending in March but that the Academies Trust Handbook now only allowed senior executive employees to be governors, and only if appointed by the Members. A staff election would therefore not be carried out to fill the vacancy left by Miss Ransley. The Chair confirmed that this left 2 vacancies and consideration would be given as to whether to advertise these in the next half term.

15. Upcoming events for next half term

The Headteacher confirmed the following events:

- 17th March: book look
- 20th March: school disco
- 23rd March: Infant Easter Service (at 9.30am)
- 24th March: Junior Easter Services (at 9.30am and 10.45am)
- 27th March: Easter Hat Parade (9.00am)
- 26th April: Dig Day
- 7th May: Circus

She told governors that the PTFA would particularly welcome governor helpers for the Dig Day, the school disco and the circus and to contact them if they could help.

16. Any other business

The Headteacher advised that at the last staff meeting a couple of teachers had mentioned they had not been contacted about adopt-a-governor visits. Governors for 1H, 3H and 4L were reminded to book these in.

17. Date of next meeting

19th March 2026 at 9am

<u>Action Plan following the meeting of the Full Governing Body on 10th February 2026</u>				
Action		Item	Who?	By When?
1	Complete outstanding action sheets	7	Mrs Denyer and Mrs Taylor	19/03/26
2	Meet and agree a list of opportunities for governors to engage with parents (carried forward from December meeting).	7	Mrs Bartlett, Mrs Taylor, Mrs Coltham and Mrs Denyer	19/03/26
3	Forward the Collective Worship assessment form to Forging Links for consideration	13	Mrs Bartlett and Forging Links governors	13/07/26